SVRS Election Checklist II: Completing Milestones
2014 Fall Partisan Primary
August 12, 2014

This Checklist covers the following for the 2014 Fall Partisan Primary:
- ✓ Review of Checklist I and MyVote Ballots
- ✓ The State has checked Milestone #3
- ✓ County election setup tasks (Deadline for checking Milestone #3: Thursday, June 19)
- ✓ Municipal election setup tasks (Deadline for checking Milestone #4: Thursday, June 26)

Please complete the tasks as outlined. Contact the G.A.B Help Desk
at 608-261-2028 or gabhelpdesk@wi.gov with any questions.

REVIEW OF SVRS CHECKLIST I AND MYVOTE BALLOTS

SVRS Checklist I for the 2014 Fall Partisan Primary was posted on May 8, 2014 on the G.A.B. website under Clerk Communications, located here: http://gab.wi.gov/node/3183

Please consult Checklist I for a review of the initial SVRS election setup tasks, including:
- Inheriting the Election
- Choosing the appropriate Polling Place Assignment Plan (PPAP) and Reporting Unit Plan (RUP)
- (Counties) Run reports from the Canvass Reporting System
- Checking Milestone #2
- Detailed instructions and examples of entering county partisan contests
- Voter Data Quality: Voter Matches and Mapping Data Quality (ensuring accurate poll books)
- New: Legislative Changes and POR Review

MyVote Wisconsin – The quality of 2014 Fall Partisan Primary ballots accessed by UOCAVA voters through the MyVote website (myvote.wi.gov) depends on the care and conscientiousness with which election officials have entered contest and candidate information in SVRS. All contests at the state, county and municipal levels need to be complete and accurate in SVRS. The deadline to send absentee ballots to electors who have requested them, and for all contests and candidates to be entered in SVRS is June 26, 2014.
- **MyVote Webinar:** http://gab.wi.gov/clerks/education-training/webinars. This recently recorded one hour webinar offers instructional information on MyVote, including the importance of contests and candidates and covers the MyVote email notifications in detail. The accompanying "MyVote Webinar Materials" PDF also covers a lot of the same information and is a good reference document.

COUNTY LEVEL TASKS FOR COMPLETING MILESTONES

Tasks To Complete	Explanation
☐ Step 1: Continue to add contests and candidates to the Partisan Primary	Add all county-level partisan contests and candidates. You must enter 3 contests for every office on the ballot (Democratic, Republican, Constitution). If you have a special nonpartisan election, please be in contact with the G.A.B. *See SVRS Checklist I for contest instructions and examples: Checklist I* *SVRS Manual: Election Setup, pages 15 -26 (22-26 are optional)* *Chapter Link: Election Setup*
☐ Step 2: Run the Election Night Call-In Sheet and/or the Canvass Report-GAB 106 Continue to run the Pre-Canvassing Reporting Unit List	These reports show all contests and candidates and can be used to verify that all contests and candidates have been entered into SVRS correctly. Counties are also encouraged to continue to run the Pre-Canvassing Reporting Unit List. Reporting units selected by municipalities for the Partisan Primary in SVRS must <u>match</u> the programming established for the electronic voting equipment. <u>Failure to do so will complicate the canvass reporting process</u>. *SVRS Manual: Canvass, page 7*
☐ Step 3: Counties should check Milestone #3 no later than **Thursday, June 19, 2014**	Contests and candidates must be complete and correct <u>prior</u> to checking Milestone #3. If you have any questions or would like the G.A.B. to review your contests, please do not hesitate to contact the Help Desk. By checking Milestone #3 by Thursday, June 19, this helps municipalities stay on target to check Milestones #3 and #4 by the Absentee Ballot Deadline of Thursday, June 26. Notify Self-Providers that Milestone #3 has been checked at the county level. *SVRS Manual: Election Setup, page 28*

MUNICIPAL SELF-PROVIDERS/PROVIDER TASKS FOR ELECTION SETUP

Tasks To Complete	Explanation
☐ Step 1: Add any special election contest in SVRS	All contests and candidates will be entered either by the State or County for the 2014 Fall Partisan Primary Election <u>unless your municipality has a special election</u>. If you have a special nonpartisan election, please contact the G.A.B. *SVRS Manual: Election Setup, pages 15 -26 (22-26 are optional)* *Chapter Link: Election Setup*
☐ Step 2: Check Milestone #3	*SVRS Manual: Election Setup, page 28*
☐ Step 3: Generate Ballot Styles and (optional) Rename Ballot Styles	The ballot style description prints on the poll book and can be helpful to your election inspectors. *SVRS Manual: Election Setup, page 29*
☐ Step 4: Check Milestone #4 no later than **Thursday, June 26, 2014**	This is the deadline for municipal clerks to finalize ballot styles (Milestone #4) in SVRS, in order to accommodate online absentee requests made by military and overseas voters on MyVote Wisconsin.
☐ Step 5: Access your **Ineligible Voter List** on the CRM ElectionData website: http://electiondata.gab.wi.gov	Prior to issuing any absentee ballots or permitting an elector to register late in the clerk's office, clerks must review the Ineligible List to confirm that the elector will not be ineligible to vote on the day of the election. Reminder: When accessing the website, "SVRS\" needs to precede your username. SVRS\username Password Domain: SVRS ☐ Remember my credentials *SVRS Manual: Ineligible Voter List*
☐ Step 6: Issue Absentee ballot labels or Enter ballots for UOCAVA voters in Absentee Lite	Self-Providers who use SVRS to track Absentee Ballots should issue absentee ballot labels for all absentee electors with approved applications on file. Clerks (or their providers) who use Absentee Lite to track military and overseas ballots should record the ballot immediately after sending the ballot. *SVRS Manual: Absentee Ballots, Absentee Lite*

Tasks To Complete	Explanation
CLOSE OF REGISTRATION: Wednesday, July 23, 2014	

- Enter all complete GAB-131s from voters who registered in person by close of business July 23, 2014.
- Enter all mailed complete GAB-131s that are postmarked on or before July 23, 2014.
- Review any New or Pending applications to see if voters have provided sufficient information to process them.
- Online Mail or Online Late applications cannot be processed until you receive the paper form in your office.
  Please see *Voter Applications* and the *MyVote* SVRS Manual chapters for more information.

LATE REGISTRATION PERIOD: Thursday, July 24, 2014 – Friday, August 8, 2014

- Prior to permitting an elector to register to vote during late registration clerks must review the Ineligible Voter List (http://electiondata.gab.wi.gov). Clerks may search the list online or print the list for use during this period.
- Self-providers and Providers who conduct in person registration on behalf of their Reliers must issue Certificates of Registration (GAB-133) to late registrants who appear in person at your office. Reliers who receive in person registrations during late registration must issue a Certificate of Registration (GAB-133) and submit a copy of the GAB-131 to their Provider as soon as possible for entry into SVRS.

Tasks To Complete	Explanation
☐ Step 7: Print Poll Books and Check Milestone #5	Poll books cannot be printed before 5:00 p.m. on July 23, 2014. The G.A.B. Elections Division strongly encourages you to wait until *at least* July 30, 2014 to print poll books. **NOTE:** The poll book format has been improved. There are no longer numerous blank pages at the end of the poll book. The structure of the poll book is as follows: o The main poll book has not been changed. It will continue to print the names and addresses of all Active voters who registered by July 23, 2014. • If there are no confidential voters or late registrants, the poll book will not contain page headers for these sections. • If there are confidential voters and/or late registrations, the poll book will contain these Confidential and/or Supplemental sections. Election inspectors should continue to be made aware of the possibility of these additional sections of the poll book. *SVRS Manual: Poll Book* *See this chapter for instructions on how to print poll books (pgs. 8-13) and information about the sections included in the poll book (pgs. 14-16).*

SVRS MANUAL LINK (FOR ALL CHAPTERS): http://gab.wi.gov/node/798

The *Election Setup*, *Canvass*, *Ineligible Voter List*, *Absentee Ballots, Absentee Lite* and *Poll Book* chapters are referenced in this Checklist.

SVRS CHECKLIST I: (posted May 8, 2014 under Clerk Communications) http://gab.wi.gov/node/3183

LOOKING AHEAD:

2014 Fall Partisan Primary SVRS Checklist III – Election Day and Post-Election Tasks

- Checklist III will be posted the week of August 4, 2014